

# Issuance Transmittal Sheet

**NASA**

National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 7234.1E, Change 2	Date: April 18, 1996
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## Material Transmitted:

1. Marshall Management Instruction, MMI 7234.1E, Change 2, subject:  
"Facilities Utilization Program."
2. Make the following pen and ink changes:
  - a. Paragraph 2. APPLICABILITY, second and third line:  
delete "Slidell Computer Complex (SCC) and Yellow Creek  
Facility (YCF)".
  - b. Paragraph 3. REFERENCES, change subparagraph c as follows:  
delete "MM 1150.1" and change reference to read "Charter and  
Appointment, MSFC Facilities Utilization Review Board".
  - c. Paragraph 5. RESPONSIBILITIES: change subparagraph c(2)  
to read: "Endorsing the organizational space adjustments  
within the current allocations requiring re-partitioning or  
installation of new partitions."
  - d. Paragraph 5. RESPONSIBILITIES, subparagraph c(3): delete  
paragraph in its entirety.
  - e. Paragraph 5. RESPONSIBILITIES, subparagraph d(3), change  
last sentence to read: "Endorsement by Director, Facilities  
Office, Institutional and Program Support, is required for  
rearrangement or installation of new partitions."

(Original signed by)

Grady S. Jobe  
Director, Institutional  
and Program Support

Distribution:  
SDL-2

## Filing Instructions:

Make the pen and ink changes stated above and file this Transmittal Sheet in front of MMI 7234.1E, Change 1.

# Issuance Transmittal Sheet

**George C. Marshall Space Flight Center**

Marshall Space Flight Center, Alabama 35812

Originating Organization: AB01	Date: March 21, 1995
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Material Transmitted:

1. Marshall Management Instruction: MMI 7234.1E, Ch. 1,  
"Facilities Utilization Program"
2. Make the following pen and ink change:  
  
Paragraph 5.d.(5), lines 2 and 3, change "(Space Utilization  
Request Form, AB14-0392(OT))." to "(MSFC Form Letter 128)."

ORIGINAL SIGNED BY

J. A. Bethay  
Director, Institutional  
and Program Support

Distribution:

SDL 2

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## Filing Instructions:

Make the pen and ink change stated above and file this Transmittal Sheet in front of MMI 7234.1E.

I S S U A N C E   T R A N S M I T T A L  
S H E E T

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number:   MMI 7234.1E	Date: May 5, 1994
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Material Transmitted:

1. Management Instruction, MMI 7234.1E, subject: "Facilities Utilization Program"
2. This Instruction has been revised to:
  - a. Update organizationally and include the Yellow Creek Production Facility;
  - b. Expand and/or clarify duties and responsibility of the Facilities Utilization Officer and the MSFC Basic Organizations; and
  - c. Change requirements of Attachment B, "Installation and Modifications of Interior Partitions and Guidelines".

Distribution:  
SDL 2

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Filing Instructions:

Remove MMI 7234.1D and Change 1 thereto and replace with attached MMI 7234.1E.

M A N A G E M E N T  
I N S T R U C T I O N

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Originating Organization: AB01	Effective Date: May 5, 1994	MMI: 7234.1E
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Subject: FACILITIES UTILIZATION PROGRAM

1. PURPOSE•

The purpose of this Instruction is to implement NASA policy on utilization of NASA facilities as contained in the latest edition of NMI 7234.1 and to establish a uniform system of managing the utilization/modification of building space.

\*2. APPLICABILITY•

This Instruction applies to all organizational elements at MSFC. Michoud Assembly Facility (MAF) will prepare corresponding procedures which implement the policy stated herein.

3. REFERENCES• (Only applicable parts of most recent edition apply.)

- a. NMI 7234.1, "Facilities Utilization Program"
- b. NHB 7234.2, "Facilities Utilization Program Implementation Handbook"
- c. Charter and Appointment, "MSFC Facilities Utilization Review Board"
- d. MMI 8830.1, "Requests for Facility Services"
- e. NHB 4200.1, "NASA Equipment Management Manual"

4. POLICY•

- \* a. All floor space, to include unassigned and vacated space will be controlled by the Director, Facilities Office, Institutional and Program Support.

\*Changed by this Revision

- \* b. Directors/Managers of MSFC Basic Organizations will effectively manage the assigned space, efficiently using the Office Space Standards as set forth in Architectural Standard AA01 SOP 7320.2.
- c. Installation and modification of interior partitions will be pursued, as necessary, per Attachment B of this Instruction.
- \* d. In order to maintain a set of master drawings, the Facilities Utilization Officer (FUO) must be notified of all organizational changes or movements of personnel, equipment, and etc., per Attachment A of this Instruction.

5. RESPONSIBILITIES•

- a. MSFC Facilities Utilization Review Board• appointed under provision of the latest edition of its charter, is responsible for:
  - (1) Reviewing and recommending to the Center Director for approval of the MSFC Facilities Master Plan and new facility and related equipment requirements, including proposed five-year construction plans;
  - (2) Relating new requirements to existing facility and related equipment capabilities at MSFC locations and contractor plants;
  - (3) Reviewing major facilities utilization and plans for major facilities moves, acquisition and disposals, including land; and
  - (4) Providing facilities advice as requested by the Center Director, including review of existing facility and equipment capabilities that have potential for reassignment.
- \* b. Associate Director/Chairman of the Facilities Utilization•Review Board• is responsible for approving allocation of facility space for all organizations reporting to the Center Director.
- c. Director, Facilities Office•, Institutional and Program Support, is responsible for:
  - \* (1) Assignment and overall management of building space utilization on a day-to-day basis;

\*Changed by this Revision

- (2) Endorsing the organizational space adjustments within the current allocations requiring re-partitioning or installation of new partitions.

d. Directors/Managers of MSFC Basic Organizations• are responsible for:

- \* (1) Efficient and effective utilization of assigned floorspace;
- \* (2) Submitting quarterly reports of space utilization, vacated space, and changes thereof to the FUI per Attachment A of this Instruction;

\* **NOTE:** Continuous and timely reports of changes/movement of personnel, etc., will be provided to the FUI per Attachment A.

- (3) Approving space changes within the organization's current allocation and assignment. Endorsement by Director, Facilities Office, Institutional and Program Support, is required for rearrangement or installation of new partitions;

- \* (4) Appointing a space utilization representative that is also responsible for coordination of on-site contractor requirements per latest edition of MMI 3200.1, "On-Site Location or Relocation of Contractors or Other Government Agency Personnel at MSFC Installations"; and

- \* (5) Submitting valid written requests to the Director, Facilities Office (MSFC Form Letter 128)."

6. PROCEDURES•

- a. See NHB 7234.2 "Facilities Utilization Program Implementation Handbook" which prescribes procedures for the review and the reporting on the utilization of NASA facilities.
- b. See Attachment A for detailed procedures governing building space utilization.
- c. See Attachment B for the guidelines associated with the installation and modification of interior partitions.

May 05, 1994

MMI 7234.1E

7. CANCELLATION•

MMI 7234.1D dated February 08, 1989

orig s/by  
J. A. Bethay for)  
G. P. Bridwell  
Director

Attachments:

- A. Detailed Procedures
- B. Installation and Modification of Interior Partitions Guidelines

Distribution:

SDL 2

\*Changed by this Revision

May 5, 1994

MMI 7234.1E  
Attachment A

DETAILED PROCEDURES

1. Director, Institutional and Program Support Directorate•, will appoint a Facilities Utilization Officer (FUO) and notify the Directors/Managers of MSFC Basic Organizations and the Assistant Associate Administrator for Facilities Management, NASA Headquarters of the appointment.
2. The Facilities Utilization Officer (FUO)• will:
  - a. Administer requests for additional space/space adjustments and changes; plan/coordinate space reallocations and layouts;
  - b. Establish and maintain a set of master drawings that define all space assignments including vacant and unassigned space;
  - c. Review partition and space modification requests for compatibility with building utilization plans and related data;
  - d. Develop and coordinate plans for phasing out of temporary space(house trailers) and demolition of economically unusable buildings with the Real Property Accountable Officer and Space Utilization Officer;
  - e. Receive and compile Center-wide data and reports for Center and Headquarters management's use;
  - f. Prepare appropriate documentation for management endorsement/approval of requests for additional space, reallocation of space and interior partitions; and
  - g. Coordinate moves when more than one organization is involved.
3. Space Utilization Representative from MSFC Basic Organizations•will:
  - a. Coordinate all space and partition related activities within the applicable organization;

\*Changed by this revision



May 05, 1994

MMI 7234.1E  
ATTACHMENT A

- \* b. Prepare requests (utilizing the Space Utilization Request Form, AB14-0392 (OT)) which itemize predicted costs for additional and/or reallocation of space and submit the request to the FUO; attach a floorplan which reflects the movement of personnel;
- c. Submit to the FUO, the Physical Space Survey Report as specified in paragraph 4 below; attach floor plans of all space utilized to the report; and
- \* d. Provide to the FUO continuous and timely reports of changes/movement of personnel, equipment, etc., as required by this Instruction. Redline drawings are the preferred method; however, any clearly defined data which can be used for direct update of the master drawings is acceptable.
- e. All vacant and unused space should be reported promptly to the FUO.

#### 4. Reports•

- \* a. Annually, Directors of Field Installations are required to submit to the Director, Facilities Engineering Division for Facilities Management, NASA Headquarters, the reports listed below for facilities under their management and accountability control. Therefore, each MSFC Basic Organization is required to submit to the FUO these reports per the following dates:

<u>Form•</u>	<u>Report Title•</u>	<u>Date Due•</u>
NASA Form 1400	Buildings Space Utilization Report-Summary by Building and Organization, RCS 10FUPR00265	May 15
NASA Form 1400A	Major Facilities Utilization Report RCS 10FUPR00718	May 15
NASA Form 1400B	Report of NASA Facilities Identified During the Past Reporting Period as Being Not Needed or Underutilized, RCS 10FUPR00719	May 15
NASA Form 1400C	Facilities Data Summary RCS 10-0000-00914	May 15
MSFC Physical Survey Report	Quarterly Center-Wide Survey Physical Space Survey (All basic organizations)	Conditions <u>As Of</u> <u>Due</u> Mar 31      Apr30 June 30      Jul30 Sep 30      Oct30 Dec 31      Jan30

Report significant changes only. Submit negative reports or certification memoranda if significant changes have not occurred since the previous report.

\*Changed by this Revision

May 05, 1994

MMI 7234.1E  
ATTACHMENT A

- \* b. The reports will be completed in accordance with the applicable instructions outlined in NHB 7234.2, "Facilities Utilization Program Implementation Handbook." The reports must reach the Director, Facilities Engineering Division for Facilities Management, NASA Headquarters, by May 15 of each year. The reports will cover the utilization activity of the preceding year's reporting period ending as of the prior March 31.
- \* c. Prior to submission of the report, all data in the report pertaining to the accountability of real property, such as, building identification and capacity, will be coordinated with the Real Property Accountable Officer.

\*Changed by this Revision

May 05, 1994

MMI 7234.1E  
ATTACHMENT B

INSTALLATION AND MODIFICATION  
OF INTERIOR PARTITIONS  
GUIDELINES

- \*1. To maximize floor space utilization, considering building functions, building configuration constraints and funding availability, etc., departmenting to accommodate the open office concept, to the maximum extent possible, will be implemented.
- \*2. Full wall partitions may be provided:
  - a. If structurally required;
  - b. For building support areas, such as conference rooms, restrooms, janitorial and supply rooms, equipment rooms, and stairwells;
  - c. To establish building corridors;
  - d. To separate disturbing functions due to dissimilar activities.
  - \* e. For supervisory positions (Branch Chief and above); and
  - \* f. For sensitive positions.
- 3. Subsequent to approval for new or modifications to existing partitions, the requesting organization will initiate a work request in accordance with the latest edition of MMI 8830.1

\*Changed by this Revision